



Maryland Judiciary

Job Announcement

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OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

Opening Date: September 17, 2015
Job Title: County Clerk
PIN: 000559
Location: District 12, Allegany County
Cumberland, Maryland

Closing Date: October 8, 2015
Position Type: Regular Full Time
FLSA Status: Exempt
Grade/Salary: J15 \$53,735 - \$85,491
Financial Disclosure: Yes

Essential Functions: Responsible for managing the overall daily operation of the District Court office in Allegany County. Duties include planning, assigning, directing, scheduling, coordinating, training and evaluating the work of supervisory and clerical staff of the civil, criminal, domestic violence, traffic and courtroom divisions within the court location. Communicate and provide interpretation of policies, procedures and other office information to staff. Supervise all aspects of operations, inventory and the procurement of supplies and repairs as well as provide recommendations to annual budget. Evaluate and assess effectiveness of supervisors and their departments. Reallocate staff and resources to meet work requirements. Grants and denies leave requests. Complete semi-annual and annual evaluations. Conduct employee counseling sessions and recommends disciplinary action as needed. Assess problems, issues and conflicts and resolve independently or recommend solutions. Determine appropriate procedures and make recommendations when a clear resolution is unavailable. Responsible for handling non-routine, difficult, unusual or emergency cases and situations. Serve as liaison between court and outside agencies. Prepare correspondence on a variety of court related matters. Review and verify daily cashier reports. Acts as back up to accounting staff. Responsible for maintaining petty cash expenditures and reimbursements. Compile monthly statistics. Maintain custody of court records, review for accuracy and ensure proper records retention and destruction. Review and process all petitions for expungement and maintain expunged cases. Maintain an up-to-date forms manual. Serve on various committees. Position is considered essential personnel and is subject to call in during emergencies as well as working before or after normal hours of operation. Perform the work in any department when necessary. All other duties as assigned.

Education: Associate Degree from an accredited college or university.

Experience: Five years of administrative experience in a trial or appellate court. Two years must have been in a supervisory or lead worker capacity.

Notes: Applicants may substitute additional court experience on a year-for-year basis for the required education.

Skills/Abilities: Knowledge of District Court policies, procedures, laws and forms involving traffic, civil, criminal, domestic violence and courtroom operations of the court. Knowledge of Maryland's Judicial System. Ability to apply and interpret all applicable laws, rules, policies and procedures. Ability to assign, organize, coordinate and evaluate the work of staff performing diverse duties. Knowledge of Judiciary Human Resources policies and procedures. Ability to perform administrative duties related to court management. Knowledge and ability to use general office equipment and computer hardware and software. Knowledge of District Court technological systems. Ability to implement operational and staffing changes to accommodate caseloads and demands. Ability to handle multiple tasks, prioritize and meet deadlines. Ability to use good judgement, make well-reasoned decisions and act quickly and decisively especially in difficult situations. Ability to communicate effectively with peers, subordinates, superiors, law enforcement personnel, attorneys and the public exercising tact and diplomacy. Ability to use good grammar both orally and in writing. Ability to set a good example and demonstrate strong leadership skills. Ability to perform the essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.